

# InfoWeb Mobile User's Manual

## Revision History

<b>Name</b>	<b>Date</b>	<b>Reason for Changes</b>	<b>Version</b>
McDonough, Carl	01/31/2012	Created User's Manual	1.0
McDonough, Carl	02/27/2012	Added the following modules: Record Retention System, Phone Directory, Knowledge Base, Track Shipping, Product Brochures and Drawing Lookup	2.0
Domingo, Richerly	03/01/2012	Revised Manual	3.0
Granuzzo, Mark	03/02/2012	Minor edits	3.1
Domingo, Richerly	03/16/2012	Added ESOS > Open Invoices Module	4.0
Austria, Claire	09/21/2015	Added ASI Clearview Services	5.0

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### Introduction

The emergence of smart phones and tablet devices and the increasing demand for providing information on-the-go are some of the primary reasons why ASCO Power Technologies needed to develop a mobile version of InfoWeb.

For years InfoWeb has been the primary hub of information and online tool for ASCO Power Technologies' employees. The website is built using classic ASP technology that contains essential, reliable and informative web applications. These web applications cater to different aspects of ASCO Power Technologies' business, such as order entry, sales information, product information, records retention, drawing information and workflow process. The goal is to provide information from these functions with the use of hand-held devices and keeping in mind that the site should be fast, secure, have simple navigation, work seamlessly and be thumb-friendly.

ASCO InfoWeb Mobile is an online mobile application that brings a great deal of convenience for InfoWeb users in accessing, viewing and manipulating the data depending on their access levels using their mobile devices. It can enable access to information, anytime and anywhere there is cell phone coverage. By freeing information from the restrictions of a desk or search for a nearby WiFi hotspot, people can quickly retrieve and exchange information.

To access the mobile site, simply type the link indicated below on your mobile device. Make sure you have an active internet connection. Please note that there are no applications are automatically installed on your device when using this site. However if you wish to view drawings and PDFs, you will need to install the appropriate 3<sup>rd</sup> party software.

Accessing the original InfoWeb site (<https://info.ascoswitch.com>) using your mobile devices or tablets will automatically redirect you to the mobile version of the InfoWeb (<https://info.ascoswitch.com/mobile>).



### Security

Security has always been a top issue for all kinds of applications, especially Web applications. Web apps are accessible to almost the entire universe and are open to attack.

The ASCO InfoWeb Mobile site uses the same security setup of the current InfoWeb site.

It uses the same database and connection strings; and password encryption of the current InfoWeb site. Each module has a script that will check if the user has access to the module so hot linking the URL is prevented.

It uses the combination of Hypertext Transfer Protocol (HTTP) with SSL/TLS protocol. It provides encrypted communication and secure identification of a network web server. HTTPS connections are often used for sensitive transactions in corporate information systems.

HTTPS URLs begin with "https://" and use port 443 by default, where HTTP URLs begin with "http://" and use port 80 by default.

HTTP is unsecured and is subject to man-in-the-middle and eavesdropping attacks, which can let attackers gain access to website accounts and sensitive information. HTTPS is designed to withstand such attacks and is considered secure against such incursions.



### Modules

Listed below are the available modules that can be accessed using the InfoWeb Mobile site. Availability of the modules may vary depending on the user's access level.

#### Inventory

- **Inventory Search**  
Search and view ASCO products status and availability.

#### Service

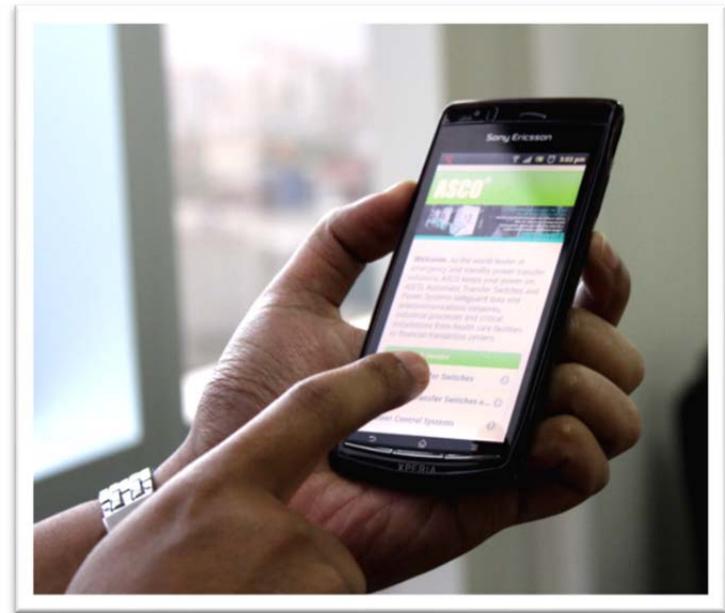
- **Service Details (Clearview Services)**  
Search and view ASI Clearview Query.
- **Service Part Search**  
Search and view ASI Parts status and availability.
- **Service Parts Lookup User**  
Search and view ASI Parts Lookup. Administrators can add, edit and delete an item.

#### Synergy

- **Reports – Order Statistics**  
Search and generate reports for Synergy Order Statistics

#### Order Information

- **Customer Order Status**  
Search and view Customer Order Status. It also allows the user to see the drawings and the shipping tracking number of a particular order.



- **Open Invoices**

Search and open invoices for each order.

### Product Information

- **Drawing Lookup**

Search, view and download drawings. Please note that viewing a DWG or PDF requires you to download and install a third party viewer program.

### Records Retention System

- **Search Orders**

Allows the user to search, view and download PDFs of documents associated with orders.

- **Search PO-STs**

Allows UK-EMEA and Asia Pacific users to search or download purchase orders and customer statements.

- **Search Quotes**

Allows the user to search, view and download quotations.

### Phone Directory

- **Search Employee**

Search and view employee's contact information. If using a mobile phone, users can dial or email the selected employee.

### Knowledge Base

- **Browse**

Search, view and download Knowledge base documents.

### Administration

- **Unlock User Account**  
Allows the admin users to unlock disabled accounts in InfoWeb and MyASCOPower.
- **Send MAP User Password**  
Allows the admin users to resend the MAP password to particular users.

### Brochures

- **Brochure List**  
Allows the user to view brochures for ASCO products stored on the Emerson Oneweb site.

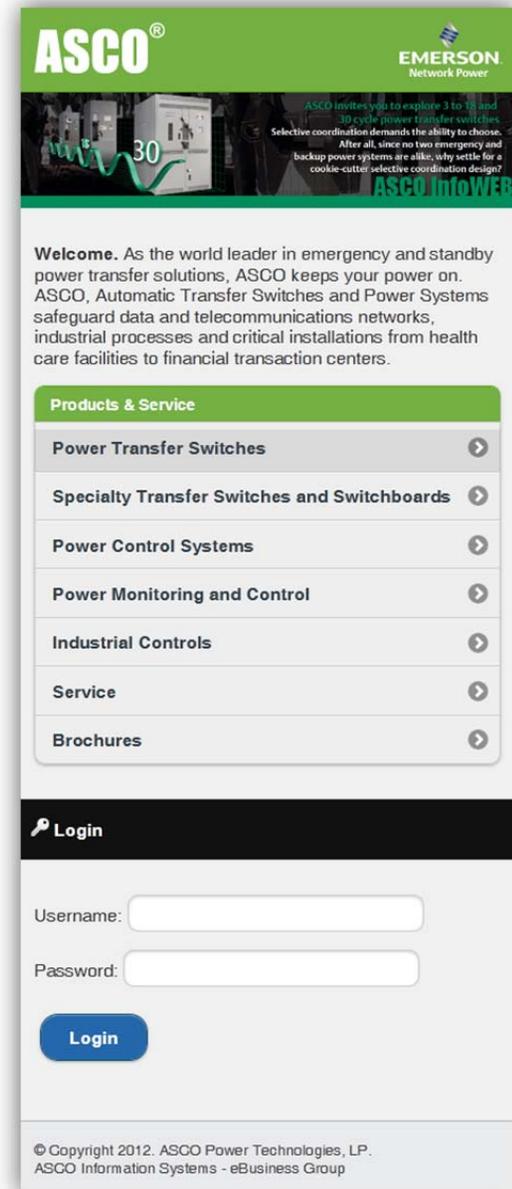
## Landing Page

Users can access the InfoWeb Mobile site by browsing to <https://info.ascoswitch.com> using the built-in internet browser on their mobile phones or tablets.

The landing page has links to the Products and Service pages on the Emerson OneWeb corporate site. Users can also quickly access (view/download) the brochures for all ASCO products.

## Login Page

To access the InfoWeb Mobile, users need to log in using their InfoWeb ID and password.

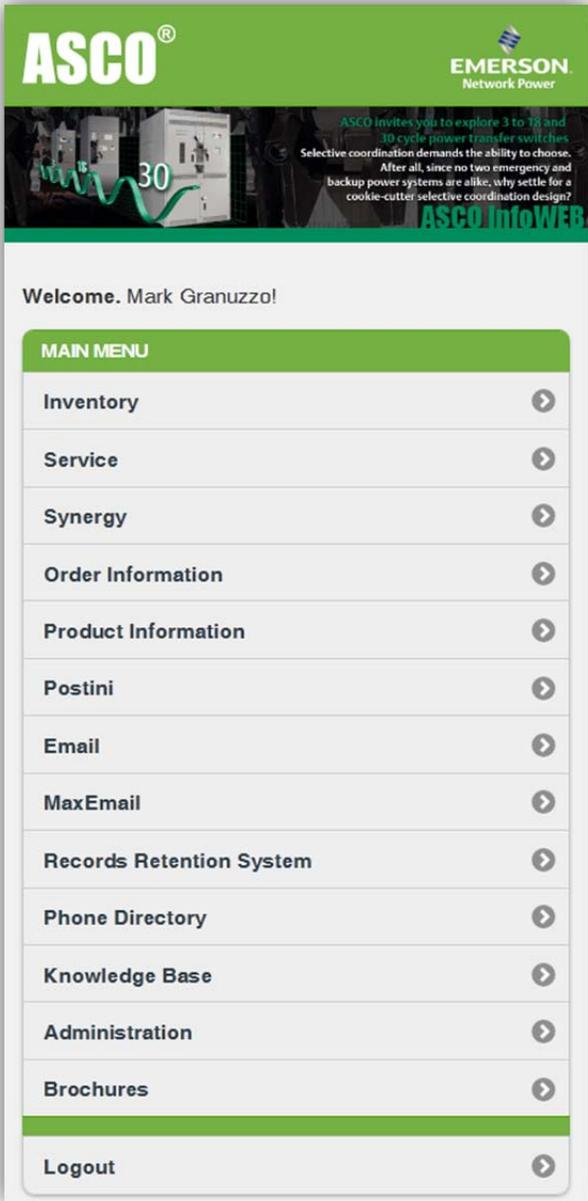


## Main Menu Page

Users can access the available modules in the main menu of the site upon login.

Module availability depends on the user's access level in InfoWeb.

You may also access some third party sites such as Postini, MaxEmail and the Emerson Corporate Webmail.

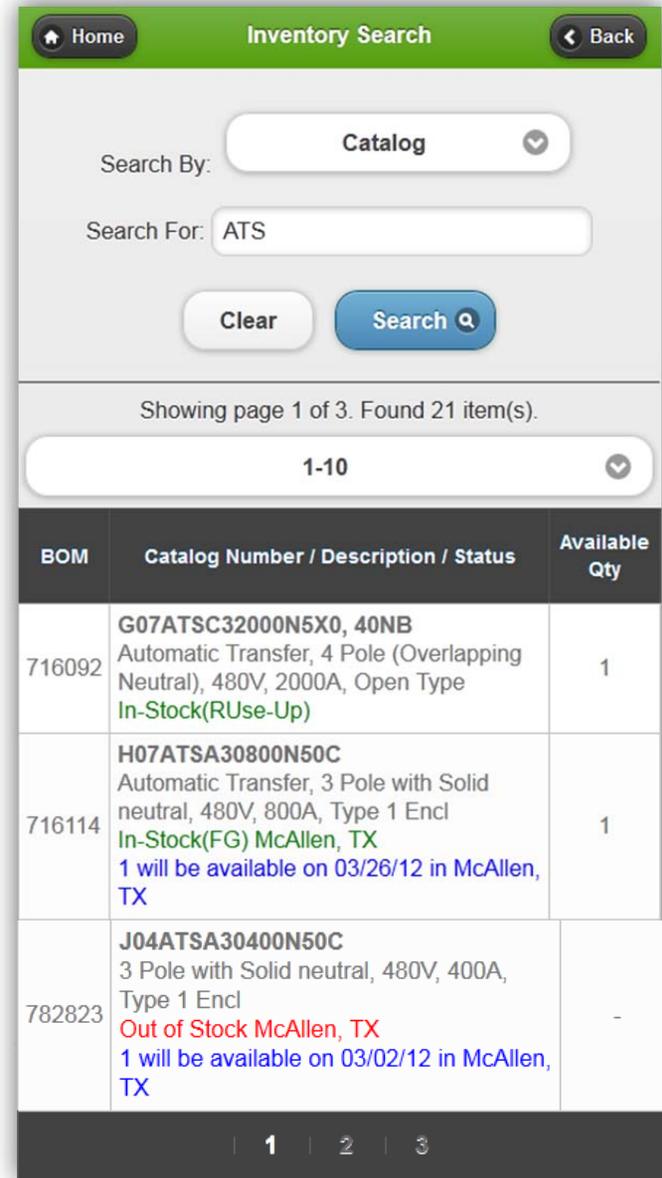


## Inventory

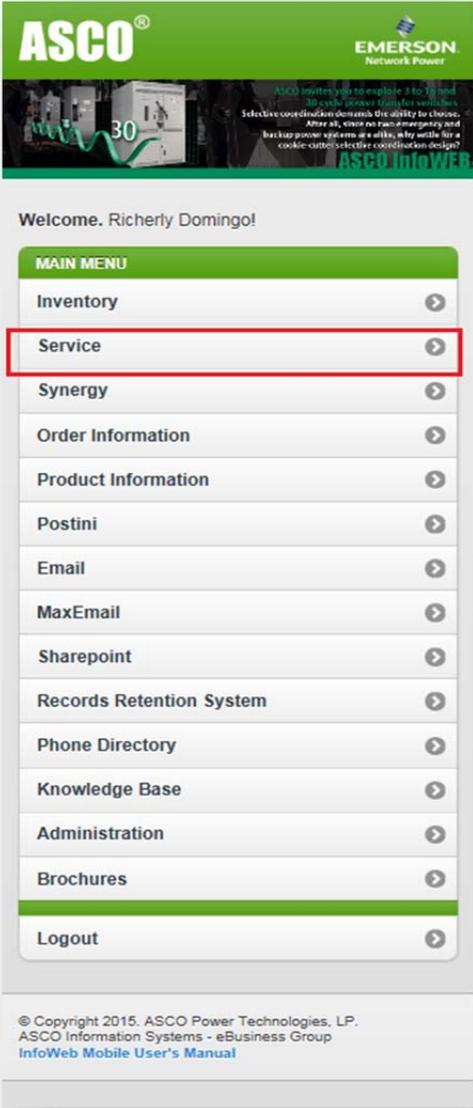
This feature provides product availability and inventory of ASCO Power Technologies' products. The application allows you to search by Bill of Material number and catalogue number.

The search result also uses the same color scheme of the regular site.

Use the dropdown control located on the top of the result screen or the page links located at the bottom of the page to jump/navigate to specific page of the result.



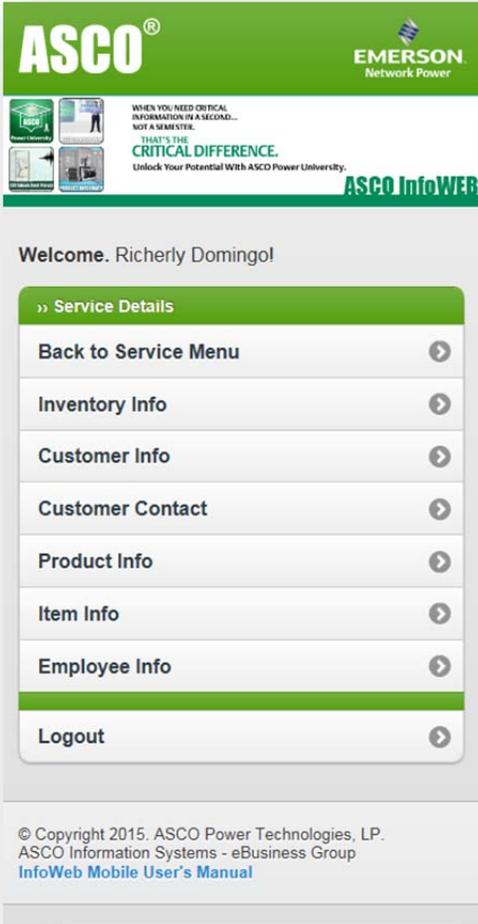
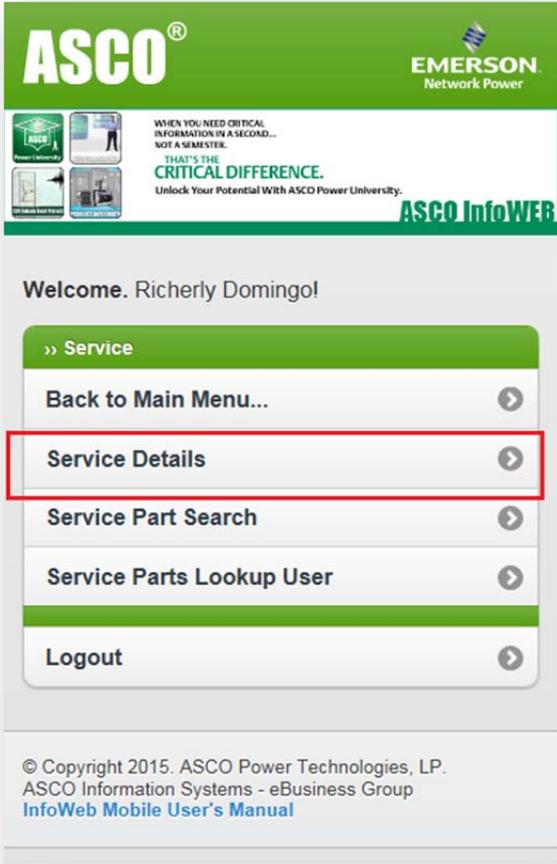
## Service > Service Details (Clearview Services)



STEP 1: The user needs to login using their InfoWeb account credentials. The user must have the role of ASI New in InfoWeb in order to be able to access the Clearview reports. All ASI people should have this role by default. Log in and select Service .

# InfoWeb Mobile User's Manual

STEP 2: Main Menu > Service > Service Details : This will get you to the Clearview reports area.



Menu ASI Inventory Info Back

Item No: 601111

Description:

Branch No:

Territory:

Warehouse:

Clear Search

Page 1 of 1

Found 7 item(s).

**Search Results**

Item No:	601111
Description:	11CD ACC KIT
Warehouse:	ASCO SERVICES FLPK
Whs Code:	FLPK
Branch:	41020
Territory:	EAST
Bin No:	525
On Hand:	2
Available:	2

## Service > Service Details > ASI Inventory Info

This module allows the user to search the ASI Inventory.

The user can search for inventory by entering a value in item number, description, branch number, territory, or warehouse and then clicking the Search button.

The user can search for a different item by clicking the Clear button located at the left side of the Search button.

The dropdown button located at the top of the results found is used to navigate the results page.

**Note that all modules use the same basic interface for searching.**

## Service > Service Details > ASI Customer Info

This module allows the user to search for information on the customer by Name, Address, City, State, or Customer No.

Menu ASI Customer Info Back

Name: 111

Address:

City:

State:

Customer No:

Clear Search

Page 1 of 1

Found 9 item(s).

**Search Results**

Customer No:	218230
Location No:	1
Customer Name:	CATHOLIC -use acct 111793 loc2
Address:	ATTN: ACCOUNTS PAYABLE 3033 NORTH THIRD AVENUE PHOENIX, AZ 85013
Contract No:	0
Contract Type:	

Customer No:	120463
Location No:	1
Customer Name:	J H SNYDER CO 111
Address:	5670 WILSHIRE BLVD LOS ANGELES, CA 90036
Contract No:	0
Contract Type:	

Menu ASI Customer Contact Back

Last Name:

Customer Name:

City:

State:

Customer No: 111

Location No:

Clear Search

Page 1 of 65

Found 644 item(s).

**Search Results**

Name:	Orr, Jon
Customer:	FAA
Address:	222 WEST 7TH AVE
City, State:	ANCHORAGE, AK
Phone:	(907)271-5387
Cell:	()-
Email:	jon.orr@faa.gov
Fax:	(907)271-2853
Customer No:	111133
Location No:	1

## Service > Service Details > ASI Customer Contact

This module allows the user to search the contact information of a customer

This can be searched by Last Name, Customer Name, City, State, Customer No, or Location No.

**ASI Product Info**

Customer No: 1111

Location No:

Serial No:

Clear Search

Page 1 of 2

Found 13 item(s).

**Search Results**

Customer No:	111109
Customer Name:	CITY OF LODI
Location No:	1
Item No:	906105A
Description:	906 ELECTROMECHANICAL ATS
Serial No:	54606X
Equip Design:	
BOM:	
Active Contract No:	
Contract Type:	

## Service > Service Details > ASI Product Info

The Product Info module allows the user to search the product's information by customer No, Location No, or Serial No.

**Menu**    **ASI Item Info**    **Back**

Item No:

Desc:

Alt Desc:

**Clear**    **Search** 🔍

Page **1** of 1

Found 9 item(s).

**Search Results**

Item No:	142312
Desc:	CONTACT KIT
Alt Desc:	
List Price:	\$139.00
Item No:	223129-009
Desc:	SPIROL PIN
Alt Desc:	
List Price:	\$2.25
Item No:	223129-010
Desc:	PIN SPIROL
Alt Desc:	
List Price:	

## Service > Service Details > ASI Item Info

This module is used to search the item by Item No, Description, or Alt Description.

**ASI Employee Info**

First Name:

Last Name:

Dept No:

Page 1 of 18

Found 180 item(s).

**Search Results**

Name: Addison, Vanda

Address: 50 Hanover Road  
Florham Park, NJ 07932

Email: [Vanda.addison@emerson.com](mailto:Vanda.addison@emerson.com)

Office: 973-966-2467

Cell: --

Fax: 973-966-2380

Dept No: 41001

## Service > Service Details > ASI Employee Info

The employee info module is used to search the employee's information by first name, last name, or Department no.

## Service > Service Parts Search

The Service Parts Search module allows the user to search Service Parts. It provides information about the Service Parts including availability and price.

Users can search by Item Number, Item Description, Alternate Description or Current Price.

Use the dropdown control located on the top of the result screen or the page links located at the bottom of the page to jump/navigate to specific page of the result.

Part Number	Description	Price (\$)	Available Qty
429448-001	ACC 48L CONTROL MODULE 120VAC 917/918 Manufactured	210.00	-
429448-002	ACC 48M CONTROL MODULE 24VAC/DC 917/918 Manufactured	210.00	-
429448-003	ACC 48N CONTROL MODULE 240-277V 917/918 Manufactured	210.00	-
429448-004	ACC 48P CONTROL MODULE 12VAC/DC 917/918 Manufactured	210.00	-

## Service > Service Parts Lookup User

The Service section of the mobile website contains parts lookup. This feature is intended for our ASI employee to provide them information regarding the type of kits, resistors, sub-assemblies, control panels and control modules during on-site services.

Users must first select a design, after selecting a design, the other dropdown filters will be populated with assigned values.

Only site administrators have the capabilities to Add, Edit and Delete an item. The Add, Edit and Delete buttons are not visible if normal users use the module.

Below is the sample of the search result. For G Design, Series 300, ATS Type and 3 Pole configurations:

Design	Series	Type	Pole	Amps	Voltage	View
G	300	ATS	3	1000	208	<a href="#">Details</a>
G	300	ATS	3	1000	240	<a href="#">Details</a>
G	300	ATS	3	1000	480	<a href="#">Details</a>
G	300	ATS	3	1000	600	<a href="#">Details</a>
G	300	ATS	3	1200	208	<a href="#">Details</a>
G	300	ATS	3	1200	240	<a href="#">Details</a>
G	300	ATS	3	1200	480	<a href="#">Details</a>
G	300	ATS	3	1200	600	<a href="#">Details</a>
G	300	ATS	3	1600	208	<a href="#">Details</a>
G	300	ATS	3	1600	240	<a href="#">Details</a>

**ASI Parts Lookup User**

Home      Back

G

300

ATS

Select Pole

Select Amps

Select Voltage

Add +      Clear      Search

**Notes:**  
 E1 - Shipped before 2002  
 E2 - Shipped June 2002

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Clicking the details link for the selected item will show the detailed parts information.

Site administrator can edit or delete the selected items.

### How to Add/Edit/Delete Service Parts Lookup

STEP 1: You must be an Administrator.

STEP 2: From Main Menu, select Service > Service Parts Lookup User

STEP 3: To ADD, click the add button and supply necessary item information.

To EDIT, search for the item you want to modify. Go to the detailed information of the item, click edit. Update the item and click save.

To DELETE, search for the item you want to delete. Go to the detailed information of the item, click "Delete this item". Click the delete button.

STEP 4: A confirmation page will appear to confirm the actions made. Click Yes to confirm all changes.

A confirmation dialog box with a light gray background. At the top, it shows 'Lube Kit: 75100' and 'Control Module: 605113-C'. Below this are three buttons: a blue 'Edit' button, a white 'Cancel' button, and a white 'Delete this item' button with a small gray square icon to its left. At the bottom, there is a copyright notice: '© Copyright 2012. ASCO Power Technologies, LP. ASCO Information Systems - eBusiness Group'.

A mobile application screen titled 'Details' with a green header bar. The header contains a 'Home' button with a house icon, the title 'Details', and a 'Back' button with a left arrow icon. The main content area is a list of fields, each with a label and a text input field. The fields and their values are: Design: G, Series: 300, Type: ATS, Pole: 3, Amps: 1000, Voltage: 240, Service Bulletin: 381339-216, Coil Kit: 611478-002, Coil: 497923-002, Coil Ohms: 3.4, Rectifier Kit: 411785, Resistor: NA, Resistor Ohms: NA, Control Contact: 603172, Main Contact Kit: NA, Arcing Contact Kit: NA, Main Arcing Stationary Assy: K493668-001, Main Arcing Movable Assy: K609907-001, Arcing Movable Sub-Assy: 609897, Arcing Stationary Sub-Assy: 291321, and Auxiliary Contacts: 605256.

## Synergy > Reports - Order Statistics

This module allows users to generate order statistics report in a given range of dates and in a given report type. Only Synergy Administrators can access this module. Reports can be in a summarize form or in detailed form.

### How to generate Order Statistics Report

STEP 1: From Main Menu, select Synergy > Reports – Order Statistics

STEP 2: Choose your desired range of dates and select a report type whether “New Order” or “Change Order”.

STEP 3: Click Generate and a summary of the order information will be displayed.

STEP 4: On the summary report, click the Details link in the View column to display the detailed transactions of the CSR.

**New Order Summary from 02/01/2012 to 02/29/2012**

Name of CSR	Total Entered	Total New Orders	View
Cusi, Naveen	87	\$1,249,592.42	<a href="#">Details</a>
De Pedro, Hilda	934	\$9,187,375.24	<a href="#">Details</a>
Melendez, Garibaldy	1	\$4,849.00	<a href="#">Details</a>
<b>TOTAL:</b>	<b>1022</b>	<b>\$10,441,816.66</b>	

**New Order Details from 02/01/2012 to 02/29/2012**  
**Details for Cusi, Naveen**

Date Entered	SO Number	Amount Entered	Territory
02/01/2012	1104019	\$3,656.00	B2
02/01/2012	1104045	\$1,108.30	B1
02/01/2012	1104131	\$13,213.50	B2
02/01/2012	1104221	\$2,318.00	B1
02/02/2012	1104614	\$935.50	H2

## Order Information > Customer Order Status

This application provides order status, drawing and freight tracking information on orders entered into JDE.

### How to search for customer order status

STEP 1: From the main menu, select Order Information > Customer Order Status.

STEP 2: Select Territory Code (if you have access to multiple territories) and then select the appropriate Filter By for the desired output.

STEP 3: Click Search and the order details (grouped by customer) will be displayed.

STEP 4: Navigate thru different customer by clicking the navigation arrows.

Users can view the drawings for the item by clicking the “Find Drawing” link. This will list all available drawing for the selected BOM. Click the Drawing Number to download the selected drawing as shown below.

Product Drawing

Search for BOM number: **732822**

Drawing Type	Drawing Number	Revision	Sheet	File Type
+ WIRING DIAGRAM	<a href="#">718517</a>	K	1 of 4	AutoCAD 2002 (.dwg)
+ WIRING DIAGRAM	<a href="#">718517</a>	K	1 of 4	AutoCAD 2002 (.dwg)
+ WIRING DIAGRAM	<a href="#">718517</a>	K	2 of 4	AutoCAD 2002 (.dwg)
+ WIRING DIAGRAM	<a href="#">718517</a>	K	2 of 4	AutoCAD 2002 (.dwg)

Customer Order Status

Territory Code: **K4**

Filter By: **None** Sort By: **Requested Date**

Search By:

Clear Search

Page 1 of 72

Customer Details

**ALAMEDA ELECTRIC SUPPLY PASO R**  
Account No: 010001000250423

Found 1 item(s).

SO Number	1109884
Job Name	HERITAGE RANCH CSD LIFT
PO Number	P1230171
WO Number	00841912
Territory/Split	K4 100%   0%   0%
Factory	Reynosa/McAllen, TX
Line Number	1
Entered Date	2/16/2012
Request Date	2/27/2012
Expected Approval Release	
Sched/Actual Ship Date	2/22/2012
Order Status	<b>SHIPPED</b>
Hold Code	
Product Code	732822 <a href="#">Find Drawing</a>
Catalog Number	D00300030104N1XF,44G
QTY	1
Unit Price	\$1,835.00
Extended Price	\$1,835.00
Ship to Address	ALAMEDA ELECTRIC SUPPLY PASO R 3730 LAGRUZ WAY PASO ROBLES, PASO ROBLES 93446
Carrier	FEDEX GROUND
Shipping Tracking Number	FREIGHT-150, <a href="#">FDG062294660631302</a>

## AutoCAD DWG Viewer Mobile Application

The DWG drawing can be opened using any of the following DWG Viewer which are free to download. This application needs to be installed on the device.

### **For Apple Devices (Compatible with iPhone, iPod Touch and iPad):**

Turbo Viewer (for iOS 4.2 and up)

<http://itunes.apple.com/us/app/turboviewer/id440584381?mt=8>

AutoCAD WS (for iOS 3.0 and up)

<http://itunes.apple.com/gb/app/autocad-ws/id393149734?mt=8>

### **For Android Devices:**

AutoCAD WS (for Android 2.1 and up)

<https://market.android.com/details?id=com.autodesk.autocadws&hl=en>

DWGSee - DWG Viewer (for Android 2.2 and up)

<https://market.android.com/details?id=com.autodwg.dwgsee&hl=en>

## Track Shipping

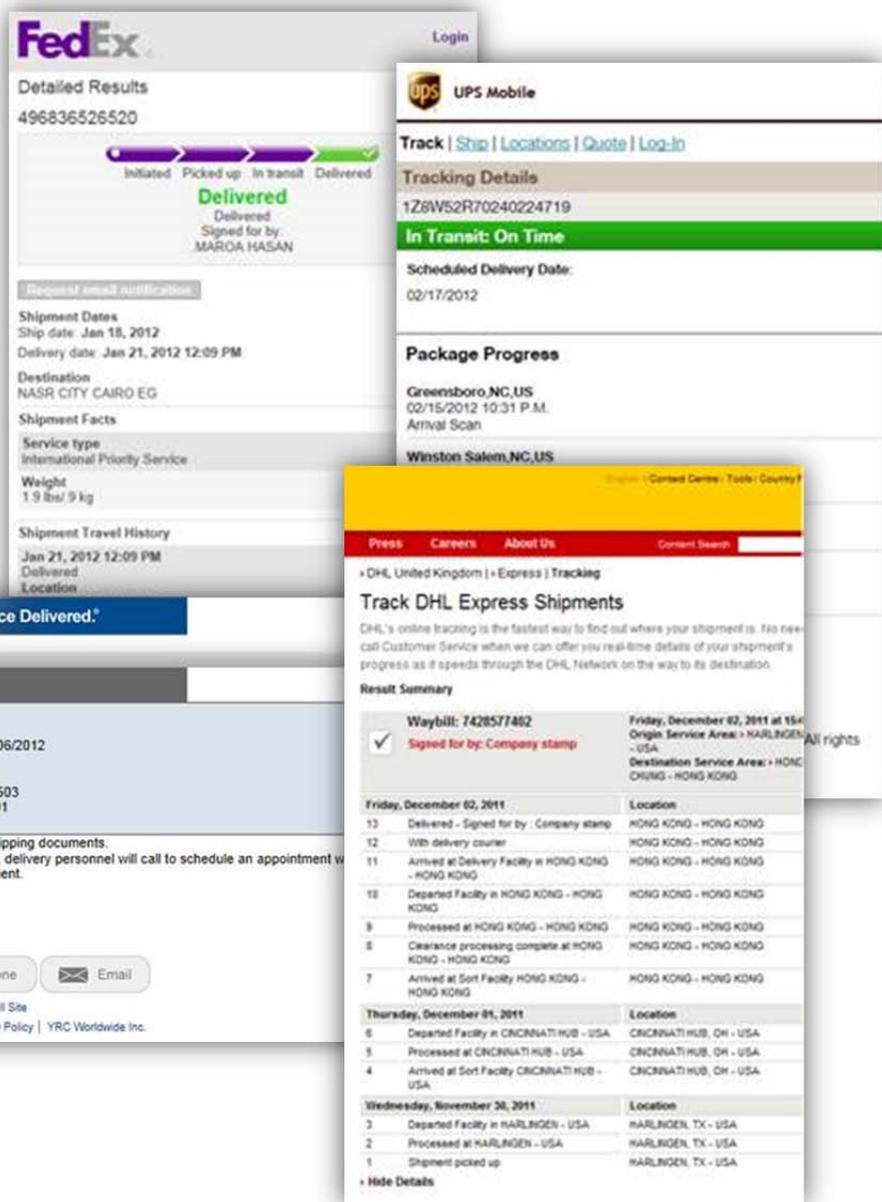
To track shipping, click the link on the Shipping Tracking Number.

This will open a new page on the carrier's site showing the detailed result.



Below are the list of working carriers:

- FEDEX (Mobile Version)
- UPS (Mobile Site)
- YRC (Mobile Site)
- AAA COOPER (Full Site Version)
- CON-WAY (Full Site Version)
- DHL (Full Site Version)
- R&L CARRIER (Full Site Version)
- SAIA (Full Site Version)
- PUROLATOR (Full Site Version)



## Order Information > Open Invoices

Serves as the invoice search tool of the mobile site. Existing invoices can be downloaded in PDF format and can be viewed on your mobile device.

### How to search invoice

STEP 1: From Main Menu, select Order Information > Open Invoices.

STEP 2: Users can search by User's Territory, specific Customer Name, invoice number, P.O. Number and Invoice Date.

STEP 3: Aging status can be viewed by clicking the Aging buttons.

STEP 4: Click the invoice number to view or download the invoice in PDF format to your device.

Customer Invoice Summary			
Customer Details			
Customer Name:	EMERSON VENEZUELA C.A.	Customer Telephone #:	56-212030-781
Acct. Number:	131698	Analyst Name:	NON-TRADE RECEIVABLES
Analyst Code:		Analyst Telephone #:	
Credit Message:		Territory:	M6(10506)
Industry Code:	S8	Industry Code Description:	FOREIGN
Credit Limit:	\$2,000,000.00	Payment Terms:	NET60
DSO:	557	Avg. Days Late:	88 (For average pay days add 30 days)
<b>Total Account Balance: \$370,462.10</b>			
Current	1-30	31-60	61-90
(1)	(3)	(1)	(1)
			91+
			(19)
Details		Invoice Date	Current
Invoice #: <a href="#">756064</a>		2/15/2012	\$2,460.92
PO #: VE02102512			
Type: RI			
<b>Balance for Current:</b>			<b>\$2,460.92</b>

Home
Open Invoices
Back

Territory:

Company:

Search By:

Search For:

Page  of 1

Found 2 record(s).

Clear
Search

Customer Number	Customer Name	Account Balance	Invoice Details
131698	EMERSON VENEZUELA C.A. <small>Company: ASCO</small>	\$370,462.10	<a href="#">View</a>
161525	EMERSON VENEZUELA CARACAS VE ASI <small>Company: ASI</small>	\$10,410.00	<a href="#">View</a>
<b>Total Territory Balance: \$380,872.10</b>			

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## Product Information > Drawing Lookup

Serves as the drawing lookup tool of the mobile site, the mobile web application uses the drawing number, bill of material number, and the catalogue description matrix as search criteria to find drawings. Drawings retrieved are in an AutoCad format and can be easily viewed using a free third part DWG viewer or can be downloaded in your mobile device.

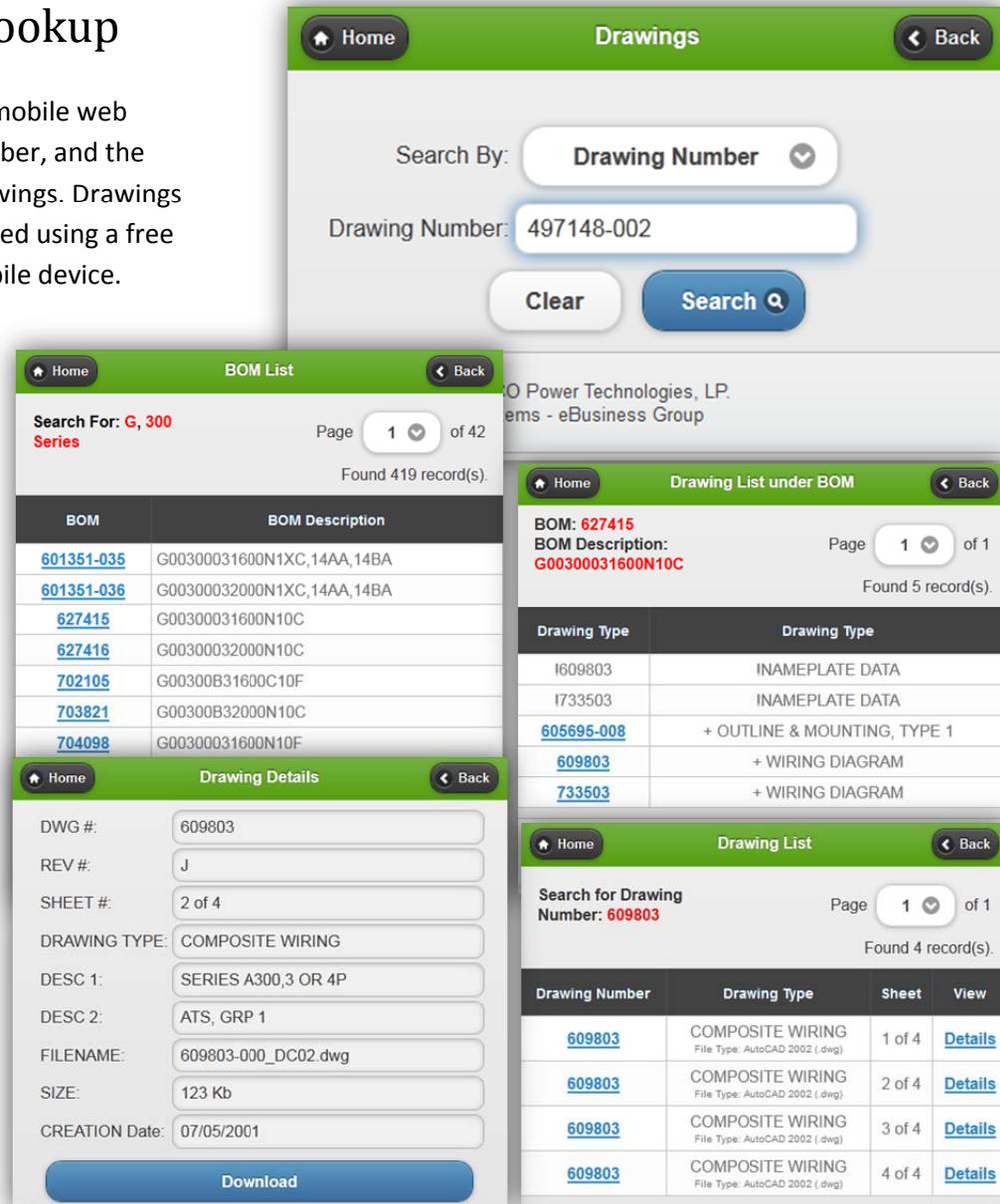
[See DWG Section for list of available free DWG Viewer Application.](#)

### How to search Drawings

STEP 1: From Main Menu, select Product Information > Drawing.

STEP 2: Users can search by Drawing Number, BOM Number or Description Matrix.

STEP 3: Download the drawing by clicking the Drawing Number or by accessing the details page and clicking the Download button.



## Records Retention System

This module is an online repository of different kinds of order documents (such as Acknowledgments, Invoices, Purchase Orders, Quotes, etc) designed for easy viewing and download.

Documents are retrieved in PDF format and can be easily viewed using a free third part PDF viewer or can be downloaded to your mobile device.

### Records Retention System > Search Orders

#### How to search RRS Order Documents

STEP 1: Choose your desired values for the Search By, Status, Territory category and Search For value.

STEP 2: Click the Search button and the results will be displayed.

STEP 3: Under the View column, click Documents to bring up the Order Details page.

The screenshot displays the 'Search Orders' interface. At the top, there are navigation buttons for 'Home' and 'Back'. The search criteria are as follows:

- Search By: Order Number
- Status: ALL
- Include Archive:
- Territory: ALL
- Search For: 1000003

A blue 'Search' button is located below the search criteria. The results section shows 'Page 1 of 1' and 'Found 1 record(s)'. The table below contains the following data:

Order	Details	View
SO#: 1000003	JEWEL BOX, 525 FLOWER-LA DAVIS WHOLESALE ELECTRIC, INC. NORTH HOLL DAVIS WHOLESALE ELECTRIC, INC. NORTH HOLL PO#: 210904 Territory: K4 Status: Closed	<a href="#">Documents</a>

## InfoWeb Mobile User's Manual

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Purchase Order Details

Order Number:	1000003		
Job Name:	JEWEL BOX, 525 FLOWER-LA		
Customer:	DAVIS WHOLESALE ELECTRIC,INC. NORTH HOLL		
PO Number:	210904		
Territory:	K4	Status:	Closed

Customer Service Information

Quotes, Order Attachments and Shipping Doc...	5	➤
Change Order & Hold Release Notification Atta...	2	➤
Order & Schedule Ship Date Acknowledgement	1	➤
Invoice No.	2	➤
Invoice Attachments	0	➤
Communication Details	2	➤

Manufacturing Information

Lug Sheet Details	0	➤
Work Order No.	2	➤
Work Order Remarks	1	➤
Multiple Unit Data Sheets and Group Control P...	0	➤

STEP 4: Choose a document category to display all available documents under category.

\*NOTE: The number beside each document category pertains to the number of available documents/records under that item.

STEP 5: Click any document and it will be displayed.

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Purchase Order Details

Order Number:	1000003		
Job Name:	JEWEL BOX, 525 FLOWER-LA		
Customer:	DAVIS WHOLESALE ELECTRIC,INC. NORTH HOLL		
PO Number:	210904		
Territory:	K4	Status:	Closed

Quotes, Order Attachments and Shipping Documents

Filename	Source	Da
<a href="#">APT BOL_1000003_210904_20110630_195151.pdf</a>	Scheduler	07
<a href="#">APT_PAK_1000003_210904_20110630_150125.pdf</a>	Scheduler	07
<a href="#">APT_PAK_1000003_210904_20110630_195029.pdf</a>	Scheduler	07
<a href="#">1-PAK-1000003-20111507452686.pdf</a>	Scheduler	07
<a href="#">1-BOL-1000003-20111208265158.pdf</a>	Scheduler	08

## Records Retention System > Search PO-STs

Allows users to view or download purchase orders and customer statements.

### How to search for Purchase Order Status (PO-STs)

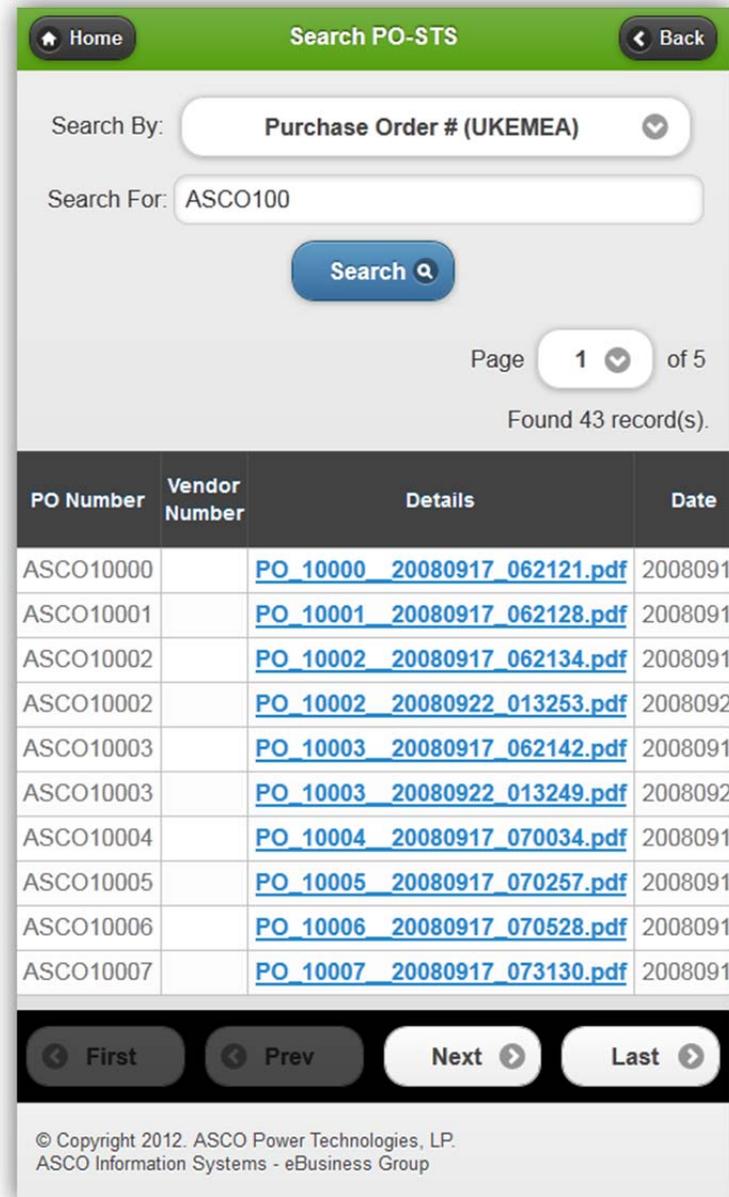
STEP 1: From Main Menu, select Records Retention System > Search PO-STs.

STEP 2: Choose your desired selection for the Search By and enter your search value in the Search For field.

STEP 3: Click Search button and results will be displayed.

STEP 4: Click on the underlined link under the Details column to view/download the PDF for the chosen PO-STs.

Users can also navigate the list by clicking the First, Prev, Next and Last buttons.



## Records Retention System > Search Quotes

Allows users to view or download quotations.

### How to search for Quotes

STEP 1: From Main Menu, select Records Retention System > Search Quotes.

STEP 2: Choose your desired selection for the Search By and enter your search value in the Search For field.

STEP 3: Click Search button and results will be displayed.

STEP 4: Click on the underlined link under the Quote No. column to view/download the PDF for the chosen quotation.

Users can also navigate the list by clicking the First, Prev, Next and Last buttons.

Quote No.	Details	Date
<a href="#">00-11-100002-1-1</a>	<b>Koppelman 12-29-10</b> MTU ONSITE ENERGY MANKATO, MN Status: <b>Submitted to Customer</b>	01/03/2011
<a href="#">00-11-100003-1-1</a>	<b>Lowry 2-11-11 A</b> MTU ONSITE ENERGY MANKATO, MN Status: <b>Submitted to Customer</b>	02/11/2011
<a href="#">00-11-100004-1-1</a>	<b>Lowry 2-11-11 B</b> MTU ONSITE ENERGY MANKATO, MN Status: <b>Submitted to Customer</b>	02/11/2011
<a href="#">00-11-100005-1-1</a>	<b>Lowry 3-23-11</b> MTU ONSITE ENERGY MANKATO, MN Status: <b>Submitted to Customer</b>	03/23/2011
<a href="#">00-11-100006-1-1</a>	<b>Lowery 3-23-11 2</b> MTU ONSITE ENERGY MANKATO, MN Status: <b>Submitted to Customer</b>	03/23/2011
<a href="#">00-11-100007-1-1</a>	<b>Hull 3/24/11</b> MTU ONSITE ENERGY MANKATO, MN Status: <b>Submitted to Customer</b>	03/24/2011

## Phone Directory

This application serves as a repository for our employees' contact information.

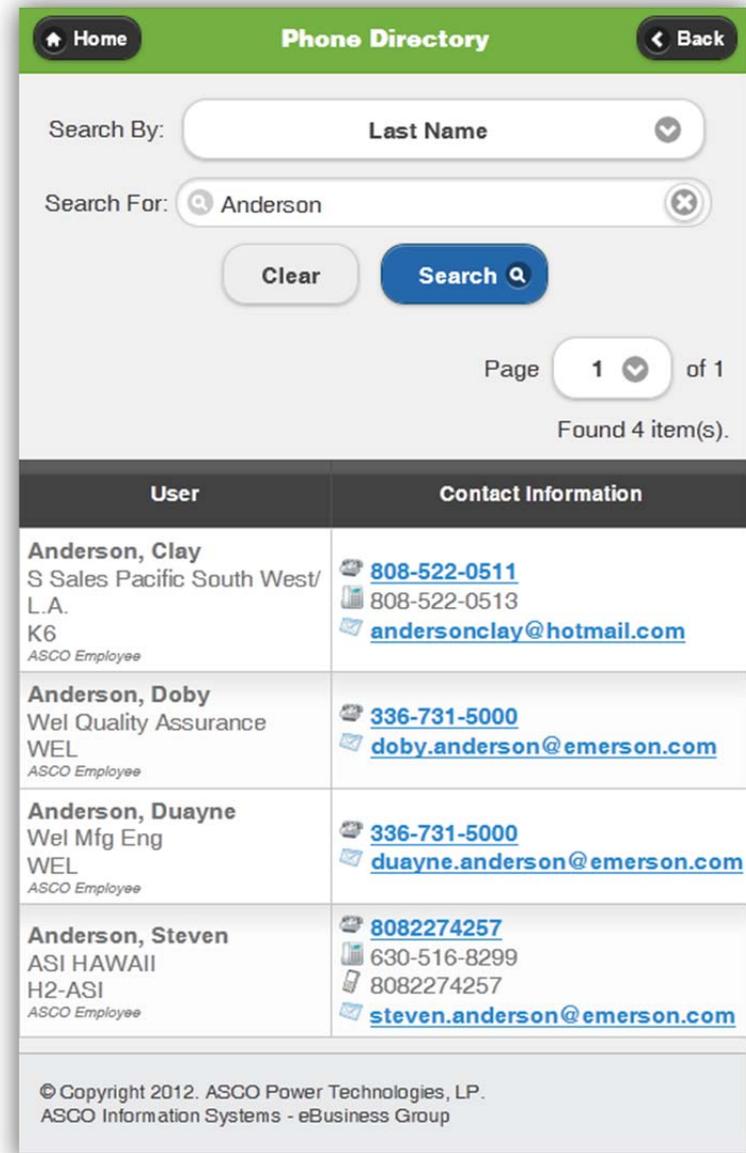
### How to search for Employee Contact Information

STEP 1: From Main Menu menu, select Phone Directory > Search Employee.

STEP 2: Users can filter their search by Lastname, Firstname, Department, Manger etc.

STEP 3: Click Search and results will be displayed.

Highlighted phone number links can be clicked to automatically dial the phone number. Users can also send an email if their devices are configured for email by clicking the email address.



## Knowledge Base

Used by our Engineering, Marketing, Sales, IT and HR departments this application serves as our employees' repository of documents.

### How to browse and download Knowledge Base documents

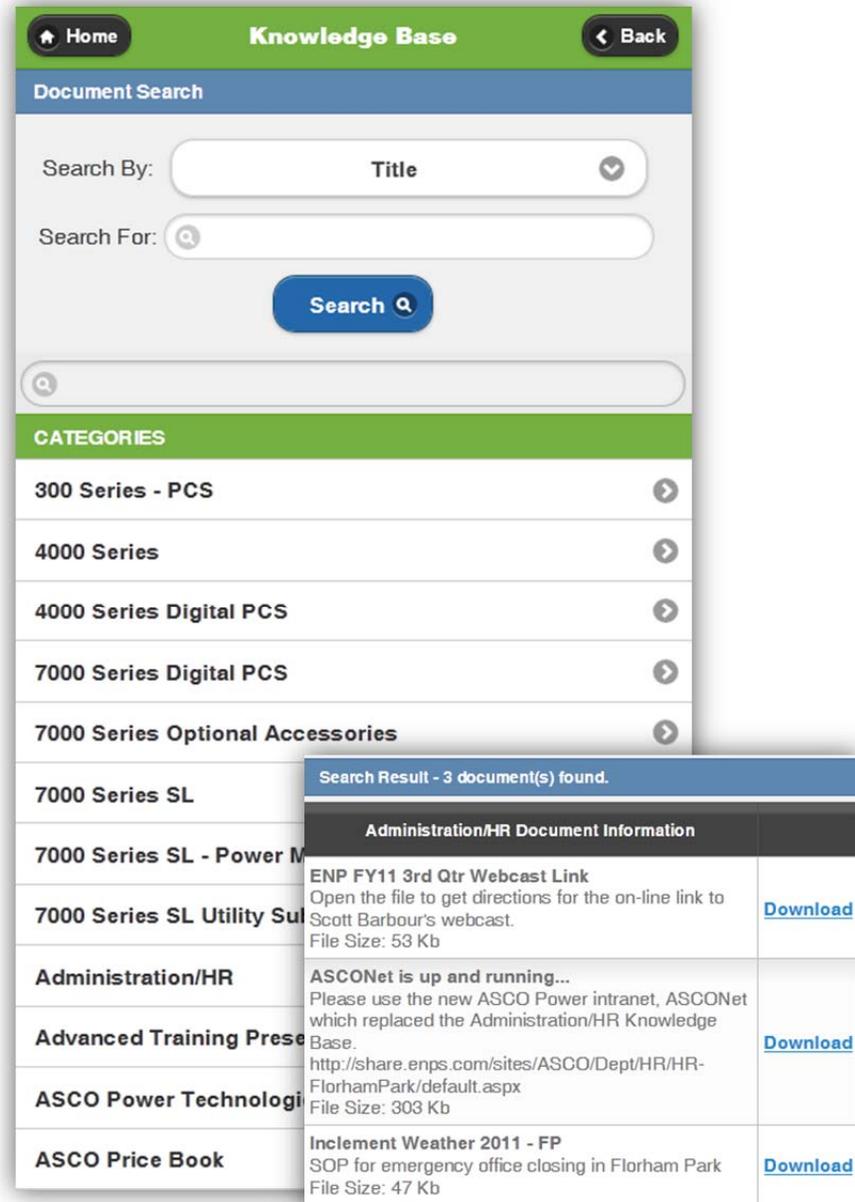
STEP 1: From Main Menu, select Knowledge Base > Browse.

STEP 2a: Users can directly search for a specific document using it's Title or Description.

STEP 2b: Users can also browse for a document using the category listing.

STEP 3: Click the Download link to download the document.

*Mobile devices or tablets should have a PDF viewer installed to view the documents.*

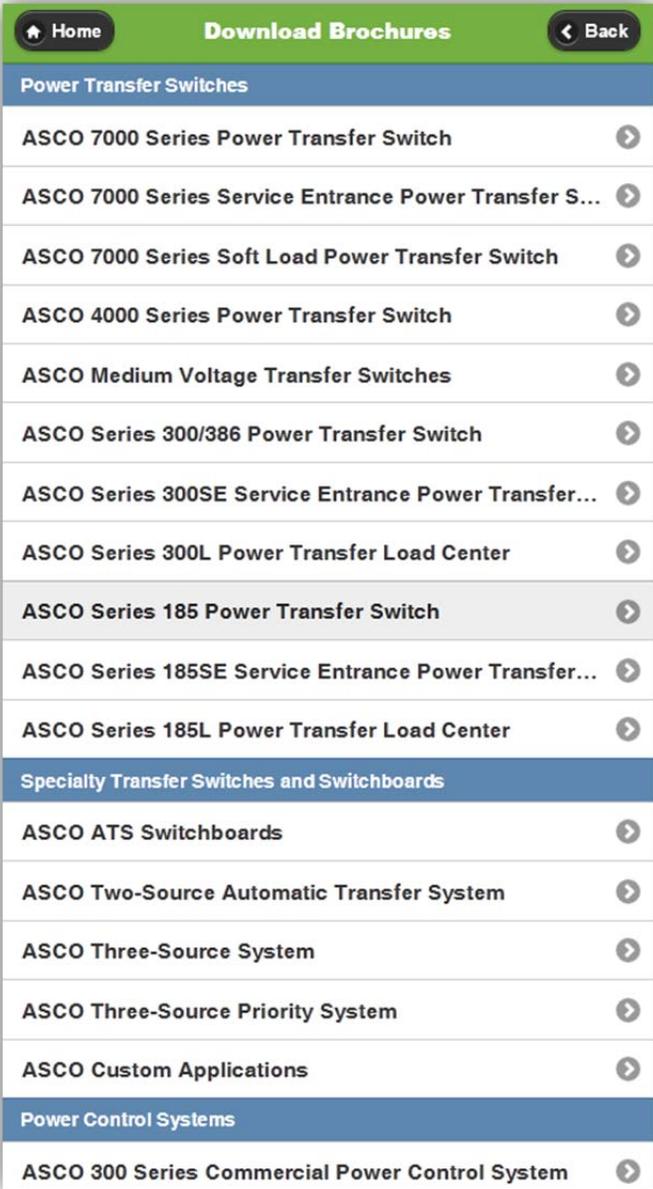


# Brochures

Provides links to ASCO Power Technologies' product brochures currently published in our Emerson one web public site.

Click the desired product to download the brochure in pdf format. You will need a PDF viewer to be installed in your device to view the document.

*Mobile devices or tablets should have a PDF viewer installed to view the documents.*



## Administration > Unlock Account

Only Administrators have access to this list of modules.

Administrators can unlock currently logged in users of InfoWeb. They can also enable/disable user accounts for InfoWeb and MAP

STEP 1: Users can filter user type by InfoWeb users or MyASCOPower users.

STEP 2: Filter search by username, full name or email. Fill in the search box and click Search.

STEP 3: Choose whether unlocking Currently Logged Users or Disabled Users.

STEP 4: Click the Unlock for the selected user or Unlock All logged in/disabled users.

Home **Unlock InfoWeb Account** Back

User Type: InfoWeb

Search By: Username Currently Logged

Search For:

Clear Search

Found 2 user(s).

User Name	Details	
MChen	<b>Chen, Maggie</b> Maggie.chen@emerson.com Last login: Mar 2 2012 4:48AM	<a href="#">Unlock</a>
VPuthran	<b>Puthran, Vinambratha</b> vinambratha.puthran@emerson.com Last login: Mar 2 2012 4:15AM	<a href="#">Unlock</a>

Unlock All

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ASCO Information Systems - eBusiness Group

**Confirm Unlock**

Are you sure you want to unlock this user?

**Puthran, Vinambratha**  
vinambratha.puthran@emerson.com  
Last login: Mar 2 2012 4:15AM

Yes Cancel

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ASCO Information Systems - eBusiness Group

## Administration > Resend MAP Password

Only Administrators have access to this list of modules.

Administrators can resend a My ASCOPower user's password and account information.

STEP 1: Filter Search By for username, full name or email. Fill in the Search For box and click Search.

STEP 2: On the search result, select the user by clicking the Resend link.

STEP 3: Confirm sending the password by clicking the Yes button. The user account details will be emailed to the registered email of the user.

Home **Resend MAP Password** Back

Search By:

Search For:

Found 1 user(s).

User Name	Details	
cmoore	<b>Moore, Colin</b> cjmoore@ra.rockwell.com ROCKWELL AUTOMATION INC MILWAUKEE WI 103720	<a href="#">Resend</a>

**Confirm Resend MAP User Passw..**

Are you sure you want resend the password for the account below?

**Moore, Colin**  
 cjmoore@ra.rockwell.com  
 ROCKWELL AUTOMATION INC MILWAUKEE WI  
 103720

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 ASCO Information Systems - eBusiness Group

### Frequently Asked Questions

1. How can I access the InfoWeb Mobile site?

Open the InfoWeb site: <https://info.ascoswitch.com> using a web browser on your mobile phone or tablet.

2. Can I access the InfoWeb Mobile site even if I have no internet connection?

*NO. InfoWeb Mobile can only be access online. Make sure you have an internet connection (3G/WiFi).*

3. What are the supported platforms of the InfoWeb Mobile Site?

*InfoWeb Mobile has a unified user interface system that works seamlessly across all popular mobile device platforms.*



*Here are the devices that were actually tested:*

- *Apple iOS 3.2-5.0 - Tested on the original iPad (4.3 / 5.0), iPad 2 (4.3 /5.0), original iPhone (3.1), iPhone 3 (3.2), 3GS (4.3), 4 (4.3 / 5.0), and 4S (5.0), iPod 4 (4.3 /5.0)*
- *Android 2.1-2.3 - Tested on the Xperia Arc, HTC Desire S, Samsung Galaxy Y, Samsung Galaxy Ace*
- *Android 3.1 (Honeycomb) - Tested on the Samsung Galaxy S2, Archos 101*
- *Blackberry 6.0 - Tested Bold 9780, Curve 9300 & 9330*
- *Samsung bada 2.0 - Tested on a Samsung Phone*
- *Kindle 3 and Fire - Tested on the built-in WebKit browser for each*
- **Tested Browsers:** *Safari, Skyfire, Opera Mobile, Dolphin Browser*

*Other smartphones or tablets devices that doesn't support media queries may be sluggish and poor in performance but still functional.*

4. Do I need to install the InfoWeb Mobile on my device?

*NO. InfoWeb mobile doesn't need to be installed on your device; it is a mobile version of the regular InfoWeb website that can be accessed using a web browser.*

5. What other mobile applications do I need to install on my device when using the InfoWeb mobile?

*If you will be viewing Word, PDF documents and AutoCad drawings; you may want to download the applications at the Apple Store or Android Market.*

*Here are some suggestions for these Applications:*

**For Apple Devices (Compatible with iPhone, iPod Touch and iPad):**

*Documents To Go® - Office Suite (for iOS 4.2 and up) – **Word, Excel, PowerPoint and PDF Documents***

<http://itunes.apple.com/gb/app/documents-to-go-office-suite/id317117961?mt=8>

*Turbo Viewer (for iOS 4.2 and up) – **AutoCad Drawings (FREE)***

<http://itunes.apple.com/us/app/turboviewer/id440584381?mt=8>

*AutoCAD WS (for iOS 3.0 and up) – **AutoCad Drawings (FREE)***

<http://itunes.apple.com/gb/app/autocad-ws/id393149734?mt=8>

**For Android Devices:**

*Documents To Go 3.0 Main App – **Word, Excel, PowerPoint and PDF Documents (FREE)***

<https://market.android.com/details?id=com.dataviz.docstogo&hl=en>

*AutoCAD WS (for Android 2.1 and up) – **AutoCad Drawings (FREE)***

<https://market.android.com/details?id=com.autodesk.autocadws&hl=en>

*DWGSee - DWG Viewer (for Android 2.2 and up) – **AutoCad Drawings (FREE)***

<https://market.android.com/details?id=com.autodwg.dwgsee&hl=en>

*You can download, install and use any application of your choice that caters the services needed at your own risk.*

6. Whom I contact if I had a problem using the InfoWeb Mobile site?

*You can send email to Mark Granuzzo at [mark.granuzzo@emerson.com](mailto:mark.granuzzo@emerson.com) or the ASCO IS eBusiness Team at [DLASCOPowerEBIZTeam@emerson.com](mailto:DLASCOPowerEBIZTeam@emerson.com).*